



# CITY OF ATLANTA

## Job Announcement

### PARKING METER ENFORCEMENT OFFICER

**STARTING SALARY: \$25,943**

**Salary Grade: 9**

**Applications Accepted From: April 11, 2005 until vacancies are filled or until April 22, 2005**

#### **Minimum Job Requirements \***

Applicants for this position must have a high school diploma or GED; one year of experience in public relations required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **LICENSES AND CERTIFICATES \***

Applicants must possess a valid Georgia Driver's License and must remain valid while employed in this position.

#### **Duties of the Job:**

This employee provides on street parking enforcement by monitoring and enforcing City parking statutes and ordinances throughout the City; enforces City and Airport facility traffic, parking, taxi cab and limousine ordinances, etc.; identifies parking violators and writes tickets on vehicles illegally parked; impounds vehicles disrupting traffic flow and/or illegally parked for an extended period of time; assists with disabled vehicles; reports broken parking meters, dysfunctional traffic lights and reports traffic signs down; responds to the needs of the general public and to enforcement request calls from a dispatch office; submits copies of citation tickets to Traffic Court for adjudication in a timely manner; performs other duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED OR HIGHLY QUALIFIED.

**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE**